

U.S. Fish and Wildlife Service

QUARTERLY DIVERSITY ACCOMPLISHMENT

REPORT FORM



Region/Program: Mountain-Prairie (6)

4th Quarter, Fiscal Year 2005

I. Recruitment Activities

A. Minorities in Higher Education Institutions

No items to report.

DATE	PROGRAM ACTIVITY	UNIVERSITY/ COLLEGE**	CATEGORY ***	AWARDS TO UNIVERSITIES/ COLLEGE	STAFF HOURS/ SALARIES	COST
Comments:						

B. Disabled Recruitment Initiatives

The DCR Office continues to attend the quarterly Cerebral Palsy of Colorado, Employment Works, Business Advisory Council (BAC) meetings. The July meeting consisted of roundtable member updates, and a presentation of services by an employment counselor with the Colorado Division of Vocational Rehabilitation (DVR). Due to budget cuts some services to DVR clients are being reduced. This includes such services as supported employment through job coaching and also educational opportunities. These reductions will have an impact on persons having severe disabilities who are re-entering the job market after several years and/or those needing to update skills or learn new ones to qualify for jobs. Additionally, the proposed website database for state and private agency employment counselors to post resumes of their clients with disabilities have been temporarily place on hold.

A DCR staff member served as the Chair of the Disability Workgroup designed to develop and implement a service-wide model to facilitate full use of the Schedule A hiring authority to increase the employment of persons having severe/targeted disabilities. The group developed a list of "best practices" for outreach and recruitment, developed draft vacancy announcement language to clarify for persons with disabilities which positions are open for non-competitive appointments, and identified conflicting definitions between the OPM and the EEOC on who may be eligible for a Schedule A appointment. The workgroup's recommendations were finalized and sent to the WO.

A DCR staff member arranged for two Disability Mentoring Day (DMD) job shadow opportunities. Both were students with the Community College of Denver (ROOTS) program for students with disabilities. The job shadows were completed with Human Resources employees.

A DCR staff member advocated for a permanent full-time placement in Refuges for an employee, with a targeted disability, working under a temporary placement (for two and on-half years) in Migratory Birds. The person was hired by Refuges and promoted to higher-grade level. The placement will be effective next quarter.

This quarter, an employee with a targeted disability who was hired under the Schedule A authority, who had completed a two-year probation period in ITM, was converted as permanent career-conditional. A DCR member advocated for this placement since the supervisor was going to convert after three years in the position.

A DCR staff member viewed a web cast from the Disability Law Resource Project (DLRPP) on Accessible Recreation Areas for People with Disabilities. The speakers were with the National Center on Accessibility (NCA), and spoke on "Recreation Access: Research to Practice." Using the concept of universal design, the training centered on visitor expectations concerning access to trails and recreational areas. NCA is looking for research study participants in a 5-10 year trail soil stabilization accessibility project.

Resumes

A total of two resumes were received this quarter from a Disability Program Navigator with Denver's Office of Economic Development. Both individuals had non-targeted disabilities. A DCR staff member reviewed and made recommendations on improvements to the received resumes to assist the individual in applying to competitive job announcements.

Partnerships

Denver's Office of Economic Development, Division of Workforce Development has partnered with the DCR Office to provide resumes of qualified persons with disabilities as potential Schedule A eligible applicants to refer to open vacancies. A DCR staff member provided a sample resume, the EEOC disability codes, and provided information on the FWS volunteer work experience program for persons with targeted disabilities.

DCR has partnered with Ultimate Staffing Services to receive referrals of employment ready individuals with disabilities. Applicants with skills in clerical/administration and accounting/bookkeeping will be available for Schedule A appointments and/or possible work experience placements.

A partnership with Cerebral Palsy of Colorado was renewed, and a Job Developer asked for copies of a Power Point presentation on the work experience program a DCR member had developed and presented in July of 2003 to the Federal Personnel Council. The purpose was to take it back to the organization to find clients ready and able to participate, and to teach other Job Developers/Counselors about FWS's volunteer program. The DCR staff member also provided sample resumes for CP of CO to assist their clients in developing professional resumes for federal employment.

Interviews

A DCR staff member continues to work one-on-one with job applicants who have disabilities and with employment counselors, job developers, Consumer Navigators, and State Vocational Rehabilitation counselors to evaluate/develop resumes adequate for Federal employment and to discuss the work experience program.

Two Veteran Employment Specialists, one with the Tri-County Workforce Center and the other with the Colorado Department of Labor & Employment (CDLE) met with a DCR staff member to collaborate on receiving more resumes of veteran's with disabilities, on using the hiring flexibilities specifically for disabled veterans, and the DCR staff member using the CDLE database to search for resumes of veterans that might qualify for positions at FWS.

Placements

This quarter there were no new volunteer work experience placements for persons with targeted disabilities. There were also no new hires resulting from targeted recruitment efforts.

C. Other Recruitment Activities

On a weekly basis, a DCR staff member e-mails notification of Region 6 and 9 job openings to about 170 different advocacy organizations, colleges and universities, state employment offices, military organizations, and individuals. A summary of the job opening is provided with a link to the OPM web site. Also, provided is the Region 6 job line and a TTY number.

A DCR staff member searches USAJOBS weekly for merit openings and sends the announcements to the Employer Assistance Referral Network (EARN), a recruitment program funded by the Office of Disability Employment Policy of the Department of Labor. DEU and CARES vacancies are also sent. EARN searches for applicant matches with targeted disabilities who are eligible for Schedule A hires. There were no applicant matches this quarter due to the limited number of position advertised.

When available, job vacancies are also sent to Colorado DVR counselors, VA employment specialists, and directly to individuals with targeted and severe disabilities who have sent their resumes to a DCR staff member. Additional employment referral sources are currently being explored. This includes such resources such as HIRE.US, a resource for recent graduates and postsecondary students with disabilities, and options to find qualified veteran's with disabilities. This quarter, there were no opportunities for direct Schedule A advocacy for open positions with managers and supervisors.

Part II. Outreach and Educational Programs

None to report.

DATE	PROGRAM/ACTIVITY	COST
Comments:		

Part III. Retention and Career Development Activities

A. Career Development Activities

July-September 2005 - The Regional DCR Chief (white female) was temporarily promoted to the Service Chief DCR, GS-260-14, at the WO. An EEO Specialist (white male) was temporarily promoted to the Regional Chief, DCR, GS-260-13.

B. Mentoring and Coaching Programs

July 19 & 21, 2005- A representative from the Denver's Safe City Office (DSC) visited the Regional Office (RO) to meet with the supervisors and students. On July 21, 2005, the DCR

office hosted a going away party for the students and certificates of appreciation were handed to each student from the Acting Deputy Regional Director. On that same day, at an all employee meeting, the Acting Deputy Regional Director, presented certificates of appreciation to three employees for their involvement in the program. For the third year, the DCR office coordinated the RO involvement in the DSC Youth Employment Program. Region 6 placed five minority students (two black females and three Hispanic females.)

The DCR Chief continues as a mentor in the Region's Mentoring Program and meets with the protégés on a regular basis.

C. Family/Work Life Initiatives

Part IV. EEO/Diversity Training and Events

Date	Course Title	Objectives	Number of Participants		Hours	Trainer	Cost
			Employees	Managers/ Supervisors			
08/08 – 11/05	FDR Conference	Gain information on Federal dispute resolution programs and skills in this area	1	0	32	FDR	\$2,461.49
07/26/05	EEO Training for Managers and Supervisors	EEO Training at Flint Hills NWR, in Hartford, Kansas	8 Other than R6-5	4	4	DCR Staff	\$1,498.44
07/28/05	EEO Training for Managers and Supervisors	EEO Training at Boyer Chute NWR, in Fort Calhoun, Nebraska	8 Other than R6-4	3	4	DCR Staff	\$1,498.44
08/08/05	EEO Training for Managers and Supervisors	EEO Training in Grand Junction, Colorado	4 Other than R6-10	3	4	DCR Staff	\$641.58
09/12-16/05	DOI Mandatory EEO Counselors Training	To re-certify EEO counselor certification	1	0	40	DOI	\$1,544.15
Month of July 2005	ADR Display	Display case was filled with information, posters, and bookmarks	All	All			\$0.00
Month of August 2005	Women's Equality Day	Display case was filled with information, posters, and bookmarks	All	All			\$60.

Month of September 2005	Hispanic Heritage Month	Display case was filled with information, posters, and bookmarks	All	All			\$0.00
9/21/05 (see details following)	4th Annual Diversity Day	An inclusive diversity training and celebration	40	40	8	See following	\$4,000.00
Comments: 100% (198 total) of the Region's managers and supervisors have completed the 4-hour mandatory EEO training requirement.							

September 21, 2005 – The DCR Office sponsored the 4th Annual Diversity Day Cultural Celebration and Training. It was an all day event filled with many events, topics, and guest speakers. Diversity displays representing all of the Special Emphasis Program (SEP) months with pictures, cultural items, biographies, timelines, and information papers were displayed all day. This years speakers were: Veronica Barela, President/CEO, of NEWSED, who spoke about their mission to promote and develop economic and community programs that raise income, education and political levels of West Denver residents; nationally known Rose Red Elk, Red Feather Woman, a Native American Storyteller, singer, songwriter and author; Physically Handicapped Amateur Musical Actors League (PHAMALY), a touring theater group, performed original music and stories; and the 1st Diversity Day talent show. Music was preformed by the Harmony Gospel Choir, from the Saint Stephens Missionary Baptist Church, during a potluck style ethnic food sampling that was provided by Service employees. Each program area picked a SEP month, and then set up booths reflecting what that month. The Regional Director judged each both and handed out first, second, and third places prizes. The main purpose of this event was to bring the program areas together and work as a team. A DCR staff member arranged for an art exhibition from Very Special Arts (VSA) Colorado to be displayed during the training event. Eight painting, created by artists with disabilities, were placed on display. The exhibit created much interest as each painting depicted the artist's own interpretation of their particular disability with an explanation for the viewer.

Part V. Management Accountability/Noteworthy Activities

The Region's Alternative Dispute Resolution (ADR) program continues to be coordinated by a DCR staff member. Consultation/discussions/recommendations are ongoing as individual employees and management officials seek assistance with conflict situations.

The Region continues to be an active member of the DOI ADR Cadre and the Denver Federal Executive Board ADR Consortium. As part of those programs, a DCR staff member, successfully mediated an EEO complaint between two U.S. Geological Survey employees and the Acting DCR Chief successfully mediated an EEO complaint involving Housing and Urban Development employees

A DCR staff member is assisting the Region 7 DCR Chief by providing information and resources on developing the Conflict RESolution Program (CORE) program in that region. The DCR Chief did utilize the training sources sent and in September attended the 40-hour mediation training course in Boulder, Colorado through Collaborative Growth. A DCR staff member, who is also a CORE Specialist, forwards all ADR information received to Region 7 since the Region has not been recognized by the Department or Service as having an ADR program. Therefore they are not receiving ADR topics and information.

The Disability Program Manager continues to meet with and advise management officials, employees with disabilities, and HR staff on reasonable accommodation policy and issues as difficult situations occurs. Such issues as whether to seek medical documentation, identifying functional limitations and essential job duties, using leave as an accommodation, and how to separate disability issues from performance problems were addressed this quarter. Several requests for assistive technology, software and training have been made to the Computer/Electronic Accommodations Program (CAP). To date, all have been approved by CAP.

The Disability Program Manager continues to utilize the Human Factors Consultants with the Job Accommodation Network (JAN) in exploring accommodation ideas for individual unique disability situations. This resource and the expert advice received is valuable asset to the disability program.

The DCR office continues as an active member of the DOI Diversity Coalition-West and attended meeting in July and September, 2005. The Coalition continues with plans for shared recruitment and a workshop on how to apply for a Federal position.

Development and implement a system to ensure the participation of all appropriate program to identify barriers to equal employment in the development of EEOC MD-715 Annual Plans.

September 8, 2005 – The Acting DCR Chief and HR Officer briefed the Regional Director on the status of overall program. This included complaints processing, the Student Educational Employment Program (SEEP), seasonal employment, EE OC MD 715, and action items.

The DCR Chief attends the weekly staff meeting held by the Regional Director. The Assistant Regional Directors (ARDs) and the HR office are presented. Regularly the DCR Chiefs discusses the Affirmative Employment Scorecard and items related to MD-715.

This objective is not achieved.

Part VI. Special Emphasis and Student Employment Program Managers and/or Coordinators

A. Special Emphasis Program (Federal Women's, Hispanic, and Disabled)

July 26, 2005 – A DCR staff member attended the Federal Employed Women's (FEW) meeting. This main focus of the meeting was to establish a new chapter. An overview of FEW mission and the benefits of becoming a member were discussed.

August 24, 2005 – A DCR staff member arranged the speaker for the FEW meeting. Ms. Genola Smith, from the National Archives, Rocky Mountain Region, spoke about women's issues in the workplace. The main focus of this meeting was to draw interest to other Federal employees to join the newly formed chapter.

Weekly meetings were held in July, August, and September – A DCR office coordinated the Diversity Day Planning Committee which consist of management and employees from Refuges, Fisheries, Ecological Services, Fisheries, External Affairs, Budget and Administration, and DCR. The focus of the meeting was to talk about the planning of FWS 4th Annual Diversity Day.

B. Student Educational Employment Program (SCEP and STEP)

August 16, 2005 - The AR D of Fisheries, Acting Chief DCR, Refuges staff member, External Affairs staff member, Ecological Services staff member met with a student (White female) and

gave an overview of the Service's mission. The student toured the building and is being considered for a SCEP position in External Affairs.

September 7, 2005 – Refuges appointed a White female as a STEP, Assistant park Ranger, GS-0025-02.

September 20, 2005 - The Acting Chief DCR and a Refuges staff member conducted a conference call with a student (Black female) that they interviewed during the Minorities in Agriculture, Natural Resources, and Related Sciences (MANRRS) conference in April 2005. In conference call included an overview of the Refuges program. The student is being considered for a SCEP position in Refuges for FY 2006.

September 7, 2005 – Refuges appointed a White female as a STEP, Assistant park Ranger, GS-0025-02.

At the end of the 3rd quarter, Region 6 has four students in the SCEP program.